

Complex \_\_\_\_\_

White Copy – WEB Office      Yellow Copy – Complex

Tenant Code \_\_\_\_\_ Apt. # \_\_\_\_\_



P.O. Box 21469, Spokane, WA 99201  
509.533.0995 Fax 509.533.0997

# VACATE NOTICE

This notice is to advise you that I (we) will vacate the premises located at \_\_\_\_\_, Unit # \_\_\_\_\_

complex known as \_\_\_\_\_. **The last day I (we) will occupy the unit is \_\_\_\_\_ 20\_\_\_\_\_.**

I (we) understand that this notice must be given at least 20 days prior to the next rental period (rental periods begin at the first of each month). I (we) understand the agent will quote this unit as being available the day after the date indicated above. I (we) understand that failure to vacate on or before the above date will result in my (our) being liable for damages caused to others and/or the owner.

I (we) understand you will show the unit at reasonable hours, however please do not show the unit between \_\_\_\_\_ and \_\_\_\_\_. I (we) will clean the unit in accordance with the rental agreement. **I (we) understand that leaving a forwarding address will ensure that I (we) will receive my (our) security deposit in a timely manor.**

Resident(s) Signature(s)

Forwarding Address

Manager's Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_